Report of the TCP Conference Call of January 29, 2003

I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens and Mr. Poe
3. Update on FTCP actions – Led by Mr. West

    a. Status of FY2003 1st Quarter Performance Indicator Report (Actions 2.1 and 5.2) – Led by Mr. Brown and Mr. Wyka
    b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3) – Led by Mr. Poe
    c. Update/discussion of FTCP Manual Revision input status (Action 5.1) – Led by Mr. West

4. Report of the Status of other Concerns, Issues, or Items from December – Led by Mr. West

    a. Status of sub-group established to provide a recommendation re: SME/VSS crosswalk for DNFSB staff – Led by Mr. Poe
    b. Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB – Led by Mr. Mellington
    c. Status of sub-group established to review standardization of FAQ's (level of detail) – Led by Mr. Kopenhaver
    d. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQS language – Led by Mr. Wyka

5. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens

    a. New System and Program Expert FAQS – Led by Mr. Schepens
    b. New Technical Standard for the System and Program Expert Program – Led by Mr. Schepens
    c. Site/Facility Specific Qualification of SMEs – Led by Mr. Schepens
    d. Career Intern Program Kick-off – Led by Mr. West
    e. DNFSB Recommendation 2002-1, QA for software at defense nuclear facilities – Led by Mr. Hardwick

6. Summary of Conference Call and Review of Action Items – Led by Mr. West

    a. Next call date and time

II. Results and Report of the Call

1. Roll Call: Mr. West, FTCP Executive Secretary conducted a roll call at 10:00 a.m. (EST). The majority of the sites were represented.

2. Opening Remarks: Mr. Schepens, FTCP Chairman and Mr. Poe, FTCP Vice Chairman opened the call.

3. Discussion on FTCP Agents: Mr. Schepens requested that the Agent list be updated and recommends that the Sites reevaluate the primary and alternate designees to assure the involvement of a fresh perspective by rotating the positions to new personnel approximately every 2 years.

4. Update on FTCP Actions

   a. Discussion on Status of FY2003 1st Quarter Performance Indicator Report: Mr. Wyka stated that he is still receiving input and plans to have the report issued in the next couple of weeks. Mr. Wyka briefly recapped the content of the report.

   b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3): Mr. Poe stated he will be communicating with specific Agents to improve the Workforce Analysis.

   c. Update/discussion of FTCP Manual Revision input status (Action 5.1): Mr. West stated that input has been received from the Agents. It was also decided to put the STSM chapter back in the Manual.

5. Report of the Status of other Concerns, Issues, or Items from January:

   a. Status of sub-group established to provide a recommendation re: SME/VSS crosswalk for DNFSB staff: Mr. Poe stated that there was a meeting with Mr. Burnfield and Mr. Dwyer on January 28, 2003 to discuss the Board's concerns. Specifically,

      - That there were gaps identified with no dates for filling the positions.
      - That in some cases there was a support contractor identified but method was inconsistent.
      - That there are Facility Representatives listed as SME's -- wanted to know why, how long this will last, and the plan to transition.
      - There were key individuals not named for vital safety systems (e.g., Idaho did not have a criticality safety engineer called out).
      - Some individuals were identified for more than one area without a FTE fraction.
      - There were a variety of oversight approaches -- without an understanding what the approach was.
      - Over the past year the number of vital safety systems reported have evidently increased but the number reported has decreased.
      - 2 sites have numbers that the staff does not understand.

      Due to these concerns, Mr. Schepens is sending a letter to the Board to request an extension to the deliverable due date. Mr. Poe (with Mr. Compton, Mr. Wyka, and Mr. Swailes) will work with the sites to improved

the input. All Agents should review the applicable site input and be prepared to provide clarification/additions, as necessary.
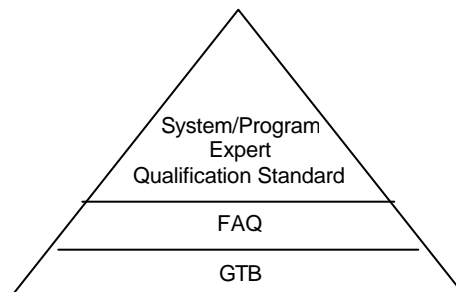
b. Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB: Mr. Mellington was on TDY and will provide input at the next Conference Call.

Ms. Manning stated that the Technical Program Manager TQP should be in final soon because no comments were provided. Regarding the GTB, she will be meeting with the Vice President of Epsilon Systems to move forward. The Environmental FAQS comment closes today.

c. Status of sub-group established to review standardization of FAQ's (level of detail): Mr. Piper stated that the second draft is currently out for comments.

d. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQS language: Mr. Wyka stated that he would put the Staff comments on the FTCP web page to the Agents. There was discussion on the general content of the Staff's comments. Mr. Arango stated that a key concern was the on what the role of the SME should be which would drive the level of qualification. Mr. Swailes stated that there are 2 concepts/ways to meet the Staff's concerns -- make the FAQS more specific or have the FAQS at the base/working level knowledge/experience and have another qualification standard for the expert level knowledge/experience in a specific working system or program.

6. Call for any other New Business, Concerns, Issues for Items

a. DNFSB Recommendation 2002-1, QA for software at defense nuclear facilities: Mr. Hardwick described the Recommendation and associated Implementation Plan, and requested comments on the draft Implementation Plan by February 5, 2003. Mr. West stated that the draft Implementation Plan will be added to the FTCP web page.

b. New Technical Standard for the System and Program Expert Program: Mr. Swailes stated that there is a purpose for having a FAQ at a working level (ex. I&C). His goal is to propose a 3-prong effort:

- Use a System/Program Expert philosophy;
- Establish 2 new standards that define the level of expertise above a working level; and
- Add a new chapter to the FTCP Manual.

System/Program Expert Qualification Standard

FAQ

GTB

The new Standard/documents/process will be based on the Facility Representative Program.

Mr. Swailes stated they are in the early stages of collecting comments. The documents have been sent out to the Agents and he would like to request that the Agents stay focused on content not implementation (that will come at a later date). This document should include how a person gets to the expert level, and defines the roles and responsibilities.

Mr. Swailes will put together a sub-group to finalize the plan to proceed. The group will consist of Mr. Swailes (Lead), Mr. Wyka, Mr. West (to facilitate), Mr. Blackwood, and Mr. Poe will provide a person from Oak Ridge or SRS will provide a name. Mr. Wyka will send out a schedule to the team.

Mr. Schepens stated that this was not being pursued because the DNFSB is requiring it but because it is needed to successfully run operations in the Field by having qualified personnel available to support the Facility Representatives and management staff.

c. Career Intern Program Kick-off –Mr. West stated that the kick-off is scheduled for March 18, 2003. He is evaluating the value of adding Safeguards and Security, and Information Technology tracks to the Program.

d. Mr. Deloach stated that NNSA will be holding a working group at Pantex on February 19, 2003, to revise the Facility Representative Standard. A representative from Mark Whitaker's office is attending.

7. Summary of Conference Call and Review of Action Items: Mr. West reviewed the key actions:

a. Mr. Poe to work with the Sites to resolve the Board's issues and improve the response to the DNFSB;
b. Mr. Wyka and Mr. Swailes will meet to discuss the DNFSB concerns with FAQS language;
c. Mr. Swailes will take the lead in collecting/evaluating FTCP comments on DNFSB Recommendation 2002-1;
d. Mr. Wyka will establish a Working Group meeting to pursue the new System/Program Expert FAQS.
e. Mr. Schepens will send an extension request to the Board; and
f. a letter will be drafted requesting the sites to review the primary/alternate Agent and formally appoint/reappoint the individuals.

8. Next Conference Call will be Wednesday, February 26, 2003, 10:00 – 11:30 a.m. EST, Call in number is (301) 903-6163 (Reservation No. 78339).